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**Sent:** Tuesday, April 18, 2017 1:53 PM  
**To:** Teasdale, Jennifer C. DPI <Jennifer.Teasdale@dpi.wi.gov>  
**Subject:** [actdac] ACT Statewide Testing Updates

Dear educators,

Please see below for timely updates and information related to ACT, Aspire Early High School, and WorkKeys testing.

## Tasks to Complete Prior to Aspire Testing

- **Print student authorization tickets and store in a secure place.**
- Use information from the testing manuals to conduct staff training session.
- Provide room supervisors with relevant authorization tickets or paper-based accommodations.
- View the training module *TestNav 8 Overview* to learn how students will access TestNav 8 on test day.
- Download the TestNav Application to all testing devices to avoid issues with Java updates.

## Aspire Paper Tests

- A small number of WI schools ordered paper tests for Aspire testing. Paper testing was only approved for students requiring Braille, large print, and ASL.
- Paper tests will be shipped during the week of April 17-21 from ACT Aspire to the district address on file in the Aspire portal.

## Chromebook 57 Update

- Chromebook OS 57 is now fully supported by TestNav. This is a [recent update](#) to TestNav.
- The [TestNav support website](#) is updated now that test cases on OS 57 are complete.

## Aspire Portal Guidance for Students Who Attend School Outside the School Of Residence

- There are two distinct situations that may affect your student data reporting in the ACT ASPIRE portal:
  - (A) Students who attend one of the Wisconsin residential schools or County Disability Education Board programs (Wisconsin Center for the Blind and Visually Impaired, Wisconsin School for the Deaf, Lakeland School of Walworth County, Syble Hopp Elementary and Secondary School of Brown County)
  - (B) Students who attend a school in a different district than their district of residence per Individual Education Program (IEP) or other educational plan
- If either of these situations applies to students in your district, please follow the instructions in the [Aspire Portal Guidance Document for Students who Attend Schools Outside Their School of Residence](#) linked on the [DPI ACT Aspire Test Administration Resources page](#).

## Student Transfers – please check your transfer request queue in the Aspire portal

- New school: The portal administrator at the new school initiates the transfer.
  - Hover over the Students tab and select Student Transfer Request.
  - Complete and submit all required information fields including the name of the previous school.
  - You may need to contact the student's previous school to remind them to approve the transfer.
- Old school: The portal administrator at the previous school reviews and approves the request.
  - Portal administrator at the previous school selects the Students tab on the top navigation bar in the Aspire portal, then selects the student request queue, and approves/rejects the transfer requests that are pending as soon as possible. This step must be completed so as to allow the new schools to establish the test sessions for these students.
  - ***The old school must also remove the transferring student from all test sessions.***
- For more details, see [Portal User Guide](#) p. 40-43 or the Transferring Students summative training video in the [Aspire TMS site](#).

## Reminders on Upcoming Aspire Tasks and Deadlines

- Please refer to the full ACT Aspire calendar of dates and deadlines offered in two formats: [Schedule of Events](#) and [Checklist for Success](#).

## How can a student view his or her ACT score online?

- To create a student account, click the link to the [ACT web account](#), choose "Create Account", and complete the necessary information.
- In order for state testing scores to match to the student account, the first name, last name, date of birth, email address, and home address need to be entered exactly as they were provided on the student answer document.
- If the matching fields provided during the account creation process do not match up with what the student provided on the answer document, then the student will need to contact Student Services ([ACT-WebAccount@act.org](mailto:ACT-WebAccount@act.org)) to get assistance with matching their scores to their web account.
- Scores are loaded in the system routinely, so if the student at first does not see their results when creating an account, they should check back periodically within the 3-8 week period post testing.

*Wisconsin high school principals, district assessment coordinators, and ACT test coordinators received this email. The actwisconsin listserv used in previous years has been retired.*

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